

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency STATE	3a. Position Number 358201-100587, 101329, 101232, 101099, 100719, & K0153481
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority				
b. GTM/OE/PC	Maintenance Mechanic, FSN-1210	FSN-6	GTM/OE/PC	September 2018
c. Proposed by Initiating Office				

6. Post Title Position (*If different from official title*)
Maintenance Mechanic – Plumbing (Chancery)

7. Name of Employee

8. Office /Section
Management Officea. First Subdivision
Facility Management

b. Second Subdivision

c. Third Subdivision

N/A

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee Date (mm-dd-yyyy)Employee Signature

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor Date (mm-dd-yyyy)Supervisor Signature

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

Printed Name of Chief or Agency Head Date (mm-dd-yyyy)Chief or Agency Head Signature

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or HR Officer Date (mm-dd-yyyy)Admin or HR Officer Signature

13. Basic Function of Position

The incumbent reports to the Supervisory Building Engineer. The incumbent is employed as a journeyman level Maintenance Mechanic - Plumber to carry out skilled maintenance and repair work on the critical and non-critical

mechanical and plumbing systems throughout the Chancery or GSO Warehouse compounds, functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties.

14. Major Duties and Responsibilities

_____ % of Time

Will complete assigned tasks within the allotted time established in the Collaborative Management Initiative (CMI) service standards, and according to International Building Code (IBC) standards. The incumbent specializes in plumbing and mechanical systems operation and maintenance. Systems include but are not limited to; water supply and storage, filtration, disinfection and other water treatments, hot water systems and equipment, piping, tubing, fittings and controls, irrigation, domestic plumbing fixtures including waterless urinals, drainage, sanitary systems, on-site sewage treatment, and storm water management.

1. Operations & Maintenance Support 90%

- a. Performs preventive maintenance and repairs on plumbing/mechanical systems including air compressors, fire suppression systems, commercial and domestic toilet facilities, fixtures, valves, piping, domestic water and sump pumps, water supply boosters, water sewage treatment systems, domestic and solar water heaters, fuel pumps, oil-water separators and grease traps to ensure optimal and un-interrupted operation of the mechanical systems. Duties also include maintenance of gutters and roof drains, storm drains, and the irrigation systems as applicable. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS).
- b. Identifies and corrects infrastructure and equipment problems by performing plumbing and associated mechanical inspections every day as part of a proactive maintenance plan to maintain facilities and equipment in an efficient operating condition, prevent degradation of property, equipment, and system components, and prevent failures that would cause service interruption. Ensures that all assigned maintenance tasks are carried out promptly as described in the work orders, and in accordance with manufactures repair or replacement requirements. The following systems are part of the incumbent's responsibility: domestic hot and cold-water piping systems, wastewater piping systems and vent stacks, storm water management systems, chilled water systems, water treatment facilities, swimming pool equipment, fire suppression systems, compressed air systems, and irrigation systems. The incumbent will be required to make repairs using many different types of pipe and fittings such as PVC and CPVC, copper, galvanized, concrete, black, etc.
- c. Responds to emergency calls during off-duty hours, 24 hours a day / 7 days a week (24/7), when critical systems have stopped functioning, or there is an imminent threat to the life safety of personnel, or structure integrity.
- d. Assists with monitoring the work of specialty service contractors, as delegated, and provides feedback to the Supervisory Building Engineer and/or the Senior/Deputy Facility Manager concerning the contractor's quality of work.
- e. Monitors weekly and monthly water (potable and gray water) system performance to maintain system reliability and provides report on any discrepancies to the Supervisory Building Engineer and the Senior/Deputy Facility Manager.



- f. Performs regular checks for consumable material usage. Monitors spare parts and materials inventories and reorders items when low stock levels are reached. The incumbent will provide detailed and concise written reports in English to the Supervisory Building Engineer, the Senior/Deputy Facility Manager, and upper-level management personnel as required. Ensures proper use of time, tools and materials and that the work areas are kept clean and safe.

2. Logistic Support 10%

- a. Collateral duty assignments will be at the discretion of the Supervisory Building Engineer or the Senior/Deputy Facility Manager. Other assigned duties are to support post activities including relocations, emergency actions, escorting, special Embassy functions, and monitoring contractors on site. The incumbent may be required to assist other Facility Management Locally Employed (LE) Staff and other shops as part of the maintenance team effort on special assignments.

Note: Incumbent serves as an incidental operator of official vehicles and meets all requirements outlined in 14 FAM 433.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary school is required. Completion of vocational training program from an accredited institute recognized as producing journeyman level plumbers and mechanical system specialist trained in the maintenance of commercial or industrial buildings/facilities is required. Training through a recognized apprenticeship program provided by a trade union is considered acceptable.
- b. Prior Work Experience
A minimum of three (3) years' experience working as a journey-level plumber in the repair and maintenance of plumbing/mechanical systems in commercial or industrial facilities is required. Must have experience working with PVC, CPVC, copper, galvanized, concrete, and black pipe, circulation and well pumps, and water treatment equipment.
- c. Post Entry Training
Will receive orientation training on the Mission's and the Facilities Management Office's organizational structure, policies and procedures. —Incumbent will receive specific on the job training to become familiar with mission maintenance operations, such as where all of the major components are located, where the maintenance library is located, and how to use and apply the requirements of the operations and maintenance manuals from equipment manufacturers.
PA528 – OBO Computerized Maintenance Management System
Smith System Safe Driver Training
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English level II (Limited Knowledge) Written/Speaking/Reading in English is required in order understand verbal requests, read some technical material, and prepare simple reports.
Luganda level III (Good knowledge) Written/Speaking/Reading is required. In order to communicate with local contractors and other LE Staff.

e. Job Knowledge

The incumbent is required to have a thorough, technical understanding of major building plumbing/mechanical systems and equipment, with a specialty in plumbing systems. Familiarization with general mechanical systems, including domestic hot and cold-water piping systems, wastewater piping systems and vent stacks, storm water management systems, chilled water systems, water treatment facilities, swimming pool equipment, fire suppression systems, compressed air systems, and irrigation systems is required. Familiarization with the many different types of pipe and fittings (PVC and CPVC, copper, galvanized, concrete, black, etc.) is required. Must know how to diagnose the root cause of a problem and what materials and equipment will be needed to facilitate repairs. Must know how to work safely on equipment, systems and associated components including the use of lock-out / tag-out safety measure. Knowledge of IBC standards, and fire and life safety codes is required.

f. Skills and Abilities

The incumbent must be skilled at reading and interpreting technical documents including layout drawings, as-built drawings, riser diagrams, equipment schedules, operations and maintenance manuals, and other manufacturer's literature. The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing filtration systems, water pumps, hot and cold water systems; testing potable water system components, monitoring of chemical and salt injection systems, and taking equipment readings with various meters; use of hand tools, power tools, and specialty tools to determine appropriate repairs. Additional skills include installation and repair to the various types of plumbing pipe such as PVC and CPVC, copper, galvanized, concrete, and black pipe; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, on ladders at various heights, and in temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must be computer literate, able to navigate through the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft reports and create spreadsheets, and able to write e-mails and research information on the Internet. A valid driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

16. Position Element

a. Supervision Received

The position receives day to day supervision from the Building Engineer Supervisor. Additional supervision may come from the Senior/Deputy Facility Manager, or another assigned supervising Engineer.

b. Supervision Exercised

The incumbent will be required to supervise trade helpers, or others assigned to assist depending on nature and complexity of the task/project. The incumbent will also oversee, manage, and monitor plumbing repair/replacement projects, and Building Maintenance Expense (BME) service contracts specifically related to plumbing equipment, components, and systems.

c. Available Guidelines

Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library including equipment literature, operations and maintenance manuals, equipment maintenance plans, as-built drawings, equipment schedules, and Overseas Building Operations (OBO) technical guidelines including the CMMS Training Guide, the LE Staff and housing handbooks, and the ILMS use and function manual.

d. Exercise of Judgment



The incumbent will exercise sound judgment when carrying out the duties of the position. Safety of self and others must be first and foremost in the performance of duties. The incumbent will make routine judgment decisions when repairing or troubleshooting equipment and systems to determine and implement the best course of action to bring equipment and systems back to the designed operating parameters. The incumbent will lead by example, showing exemplary behavior and character for colleagues and subordinate personnel at all times.

e. Authority to Make Commitments

The incumbent receives written or verbal request for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine, immediate, or emergency nature.

f. Nature, Level, and Purpose of Contacts

The incumbent will have contact with personnel at all levels within the embassy, both Americans and local nationals. These contacts will be in the performance of assigned tasks to include responding to customer complaints. Will occasionally interface with subject matter experts for system support and may work closely with outside vendors/service providers on repairs to mechanical/plumbing equipment including controls and controllers. The incumbent will work closely with the BASET and Technicians when support from these divisions is needed.

g. Time expected to Reach Full Performance Level

Six months.